

when offices are required to be open, in accordance with the requirements of federal and/or state law. Any time worked in excess of 40 hours per week must be authorized in advance by the State's Attorney or his designee. Employees who work overtime without obtaining proper authorization may be subject to discipline.

If budget constraints require, the State's Attorney or his designee may grant compensatory time off in lieu of overtime pay. If granted, compensatory time off will be allowed at one and one-half hours for every hour worked, over 40 hours per week. No employee may accumulate more than 12 hours of compensatory time. Further, the State's Attorney's Office reserves the right to require the employee to use compensatory time. Compensatory time accumulated but unused at the time the employee leaves the State's Attorney's Office service shall not be reimbursed.

Section 6.5 Mileage Reimbursement

Each employee who uses his/her personal vehicle for State's Attorney's Office business and receives mileage reimbursement must:

- Possess a valid driver's license; and
- Be covered by minimum liability and property damage insurance.

Each year, or at any time when requested by their supervisor, the employee will verify their compliance with this requirement by submitting a copy of their driver's license and insurance identification card to their supervisor.

Appropriate travel expenses will follow Jackson County Ordinance 2016-10 adopted herein by reference. All reimbursement requests must be pre-approved by the State's Attorney or his designee. In no case may an employee claim reimbursement for entertainment or alcoholic beverages.

Section 6.6 Garnishments

The State's Attorney's Office must comply with all writs of garnishment it receives. Employees will be notified before any deductions are taken from paychecks due to a writ of garnishment requiring the State's Attorney's Office to pay a portion of their wages directly to a court, and information regarding garnishments will be held in confidence.

Section 6.7 No Pyramiding

Compensation shall not be paid more than once for the same hours under any provision of this Article or Agreement.

CHAPTER VII